STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
November 20, 2002

ATTENDEES:

Rex Peterson	Gina Hodge	Brenda Wilde
Gerry Wethington	Larry Reynolds	Tom Robbins
Brenda Berhorst	Carolyn Kempker	Rich Beckwith
Gary Lyndaker	Todd Craig	Cliff Gronauer
Mary Willingham	Cathy Reinkemeyer	Tom Smith
Jim Weber	Jearl Reagan	Gail Wekenborg
Chris Wilkerson	Jim Roggero	Kay Dinolfo
Christina Acree	Paul Wright	Tom Stokes
Scott Peters	Dennis Bax	Gary Eggen
Tim Dwyer	Barbara Kiso	Kim Potzmann
Mike Wankum	Jan Grecian	
Tony Wening	Ron Thomas	

PRESENTATIONS

SEMA Presentation - Steve Sloan, Deputy Chief of Operations of SEMA discussed the SEMA facilities, its capabilities, what the operating center does, their roles and responsibilities.

Information Systems Security - John Bax, O.A./Division of Information Services - John distributed an ISSA brochure. John discussed the purpose of the ISSA, it mission and its local chapters. John encouraged ITAB members to join the ISSA.

Project Oversight Presentation - OIT's Office and National Systems Research
Gerry discussed project oversight and where the state is going with project oversight. Gerry indicated there are two different initiatives, one is the Oversight subcommittee and the second is the OIT's office working with the Budget and Planning office. Every year at the start of the budget cycle the OIT's office submits a request for Project Oversight with zero dollars because the appropriation results are not known. In the end, Budget and Planning determines the dollars for project oversight based upon appropriations that are made by the House and Senate and at that point 4% of the IT appropriations are set aside for Project Oversight. This is done with the expectations that the OIT's will provide Project Oversight. In the past the OIT's office has worked with different agencies to put this methodology together but the question has been asked if the Oversight Committee and the OIT's office is competing with each other and creating conflicts.

Gerry indicated that the OIT's office has factors that they need to be sensitive to with the Budget and Planning Office but the Oversight committee is also a critical element of standard project management. The feeling is the OIT will continue with the development of Project Oversight methodology and simplify what has been developed within the committee. This will be done internally and brought back to the committee and use the committee as a sounding board. They will also try to incorporate some scenarios within project oversight that will give good examples as to how this will work. At this point, a determination will be made as to how it then will be incorporated from a procedural perspective within the overall project management group. Gary Lyndaker from Mental Health and Bob Ordway from State Courts, are co-chairing the committee, and have met with Gerry regarding this approach.

Once the direction is set, Gerry and the committee will discuss with ITAB members Project Oversight and the direction that it is going. Gerry and the committee is using NSR, out of the IT consulting contract, to help with the development of the methodology. NSR is also being used for oversight by the Department of Mental Health and Department of Revenue.

Barry VanSan from NSR also gave an overview of the methodology and where it stands, and some of the principals and values. Mr. VanSan described Oversight and what is made up of with the major factors associated with Oversight.

Gerry indicated that it is important that we end up with a methodology that can be circulated and used as a guide for a baseline. Gary Lyndaker spoke about the SEMOR project with Department of Mental Health. This project involved replacing the current client, provider and services systems. Gary discussed how Mental Health, the OIT and NSR worked together with project management. Jim Weber also indicated that the Department of Revenue was six years into a project with a contractor and was having some difficulties with the vendor when they asked the OIT's office for assistance with project oversight.

Unless the agencies ask the OIT's office for help (because this is not an appropriation) or unless the OIT's office receives an appropriation; oversight is the agencies responsibility. However, when the OIT's office receives a directive, either as a request or an appropriation, they have an obligation to comply and they want a degree of consistency.

Jim Roggero explained the Project Management standing committee talked significantly about this process and totally endorses the direction that the OIT's office is taking. There are two basic factors, one is project is still the responsibility of the agency and that agent's part in the project activity both in the funding and in the oversight. However, the size of the project also needs to be considered. Jim indicated that the committee also discussed the importance of the methodology and how critical and important it is and how it is still part of project planning. The oversight committee, within the project management standing committee, is functioning and will help expand the methodology discussed at today's ITAB meeting.

INFOCON (INFormation Operations CONdition) Document - Under the Missouri Security Council there are eleven issues that are being debated. Two of these, Cyber Security and Business Continuity have been assigned to the Office of Information Technology. The INFOCON document will be a segment of the package that will be submitted to the Office of Homeland Security, who will then submit it to the Governor to be included as part of his legislative package. R.D. Porter gave a brief description of the INFOCON document which was distributed at the meeting. If ITAB recommends the adoption of the INFOCON document, the OIT's office will issue a policy that saying that every agency should have an INFOCON policy. Motion to approve INFOCON was made by Jim Roggero and seconded by Dennis Bax. Motion passed.

ACTION ITEMS

1.   Approval of the October 23rd 2002, Information Technology Advisory Board Meeting Minutes

Motion to approve was made by Jim Weber and seconded by Chris Wilkerson. Motion passed

GENERAL BUSINESS

1.   CIO Update (Gerry Wethington)

Vice-Chairperson for ITAB 2003. - Gerry distributed ballots to ITAB members to vote on the 2003 ITAB Vice-Chairperson. The candidates are Paul Wright, Jim Webber and Mary Willingham. The three candidates spoke briefly about themselves and their IT background. Votes were counted and Rex announced Jim Weber would be the vice-chairperson for 2003.

.GOV URL – Gerry spoke of the .GOV domain. Handouts were distributed. Missouri.GOV and MO.GOV has been registered and will be maintained under the Office of Technology. ITAB members were again asked if they have any extensions or URL that they want, they need to let the OIT's office know so they can be registered. For the most part, registrations should be limited to Missouri.GOV and MO.GOV. The handout explained the levels of the domain. Gerry asked for a standard list of abbreviations for agencies. The state's primary URL will be changed before the end of the year from state.mo.us to Missouri.gov. Both of these URLs will be active but they will be pointed to Missouri.GOV and they will be run in parallel for probably about a year. Agencies will be asked to begin the same process so that by the end of 2003 agencies could begin to change. The .US domains will go out on the public market February 1, 2003 and in the government environment we have the opportunity to reserve .US names and the OIT's office has a list of those that will be reserved. There will be no to minimal cost to reserve the .US

URL, a cost is only incurred if these URLs are activated. The list of agency abbreviations or requested URLs should be sent to Jan Grecian.

Statewide Email – We need to start moving the state to a common e-mail. There is no solution to this process and will be a large undertaking but will probably start with how we reference employees in the address book and eventually to a common set of software that everyone should use. Mike Hartmann has indicated that this topic will be on the December or January cabinet agenda.

Object Codes – Gerry has talked to Mike Hartmann and Mike is supportive of where we are going. Gerry asked Mary Willingham to meet with Jan Heckemeyer and use her to work with Division of Accounting.

Accessibility Standards – Have met with Diane Golden, Purchasing and OIT and have received a response back from the legal council. There were four or five questions from the legal council along with a couple of recommendations which OIT is now implementing into the standards. These suggestions will produce a new version and hopefully the OIT's office will be presented at the December ITAB meeting.

Government Technology Conference – About eighteen months ago, there was a Government Technology Conference with a small forum of about 60 people (normally this is a much larger event) and then the ITEC Conference that we choose not to attend. Government Technology Conference has looked at Jefferson City and Columbia for a Conference which would be a day and a half event. There would be information technology speakers and participants, including policy people involved, but they want a conference in Missouri, possibly in June. The cost would be approximately $165.00 per person registration fee. The question was raised with the expected budget cuts, do we want to go ahead with this event or wait a couple a couple of years. The decision was to wait.

E-government – Chris Wilkerson asked about contracting for services to process credit card payments. Gerry indicated they had been working with the Treasurer's Office to put together a request for proposal. Gerry asked Gary Eggen where this was in Purchasing. This was to be aligned with the B to B program and B to B has been put on hold until we get Governor's recommendations. What they are needing is a business driver. Gerry asked Gary Eggen, to schedule meeting with Gerry, Gary and Nicole Hackmann regarding credit card processing.

Senate Appropriation Data Processing Letter – Jim Weber indicated that about November 4th each agency received a letter from the state appropriations committee about data processing, response from agencies is due January 8th. Gerry will circulate a copy of the letter to ITAB members but asked that everyone look closely at paragraph six. This paragraph talks about how many employees you have, what their responsibilities are, what the percentage of time spent in programming, and data base administration, networking, help desk, etc. This letter did not go through Budget and Planning and we do not know why this information was requested. Gerry will send a copy of this letter to ITAB members. Gerry will schedule a meeting next week regarding this letter and the information requested.

2. **Miscellaneous Items (Rex Peterson)**

December 18 is the next ITAB meeting. The question was asked if we should we cancel the meeting. The decision was made to hold the December meeting because of possible budget issue, withholdings and the senate appropriation letter.

3. **Network Management Consortium Update (Jim Roggero/Jill Hansen)**
Not much to report. The list serve is being reviewed and by the end of November or middle of December list server should be up and running

4. **Architecture Review Committt3e Update (Jim Weber/Bob Meinhardt)**
Architect Security Domain Committee has been through two formal training sessions. They are now meeting on a by-weekly basis. They have also been working on an enterprise architecture repository which is a method of collecting architecture information. Scheduling an Architecture 101 class was discussed at the October ITAB meeting, it was decided that this class could be done at the January 2003 ITAB meeting, for a two hour session.

5.   Distance Learning Update (LTC Tom Smith
Tom needs to get with the Performance Measures Committee to get the cost avoidance model validated.

6.   Project Management (Jim Roggero/Tom Stokes)
The committee did not receive any feed back from the October ITAB presentation. Jim asked if anyone had any input. Gary Lyndaker indicated that there was a lot of information asked for. Gary felt that is could be difficult, in the early stages of a project, to complete detailed dollars for how many hours worked, etc. Gary felt that he could not have completed all the requested information in an accurate way. There was some discussion. Jim asked for other thoughts/ideas and none was given. A motion was made to allow Dennis Bax and his committee to continue was made by Jim Weber. Gary Lyndaker seconded the motion. Motion passed.

Dennis Bax indicated that they did need a volunteer group to pilot the project. Jim Weber indicated that Revenue might have a project.

7.   Project Measures (Cliff Gronauer/Tom Stokes)
No report

8.   Total Cost of Ownership (Dennis Bax/Jan Grecian)
The committee wants to integrate the project statement form which is already being used, into an assessment package to work with Microsoft Excel. The committee is looking at SAM II object codes (dove tailing into Mary Willingham's discussion on IT costs). The committee does not want to create another set of forms. The committee did not meet this last month but Dennis and Jan Grecian spent a lot of time going through both sets of forms. They hope to have a draft package for the August ITAB meeting.

9.   Risk Management (Scott Peters/Tom Stokes)
The committee met on November 12. They discussed the benefits of having a standard format for the Risk Plan that is submitted with the Form 5 and reviewed by OA and the Risk Committee. They also formulated the minimum requirements for the Risk Plan and built an outline/template that will be submit to ITAB at the December meeting.

10. Project Oversight (Debbie Tedeschi/Gary Lyndaker/Bob Ordway)
This was discussed during the presentation, nothing to add.

11. Internet/MOREnet Update (Tony Wening)
No Report

12. Statewide Purchasing Update (Gary Eggen/Karen Boeger)
Web sphere emersion contract was awarded to IBM. PC prime vender contract was rebid with an extensive amendment and the closing date was extended for responses through December 3. Current contract expires on December 31st, they are looking to extend this contract.

13. Personnel Committee Update (Chris Wilkerson/Jan Grecian)
In October personnel charter was distributed ITAB members. If there were no comments or changes to the charter, the intent was at the November ITAB meeting the charter would be approved. With no changes or recommendations made, Chris asked for a motion that the charter be approved. Motion to approve was made by Jearl Reagan and seconded by Jim Weber. Motion passed.

The IT security positions are being developed and established. This is a long process.

14. MOTEC Update (Jim Weber/Paul Wright)
Jim distributed a chart showing the "Annualized Allocation of Student Days" and explained the report.

15. Security Committee Update (Rex Peterson/Bob Meinhardt)
Discussed earlier at the INFOCON report. The committee has also looked at national standards, NIST Standards.
Cyber security will include an executive order.

16. Technology Services Update (Gail Wekenborg)
No Report

17. HIPAA Committee Update (Gary Lyndaker/Rex Peterson/Bob Meinhardt)
No report

18. SAM II Data Warehouse User Group Update (Mary Willingham)
The committee met yesterday. At December meeting the committee plans to finalize the draft of what they want to track and at the January meeting they want to bring persons from Budget and Planning and Accounting to tell them how to track what they want. Mary indicated that if there was another agency who had someone that would like to attend the January meeting, just let Mary know. Hope to send in January, a draft of what ITAB members approve.

19. Privacy Committee (Scott Peters/Bob Meinhardt)
The committee met on November 7. They are reviewing the privacy domain. They decided to refine the definitions and then present it back to ITAB so that it is ready for the Domain Committee. The committee has also done some research on identity theft and has discovered there is a section in Chapter 570 (Stealing and Related Offense) of the Missouri Revised Statutes on Identity Theft. The committee believes that confidentiality statements that are signed by the staff is one way and are looking into others. They are talking with agency attorneys about how to proceed if identity theft is discovered.

20. Mentoring (Tim Dwyer/Jan Grecian)
The committee is looking at the web content. Tim distributed a "Mentor Application" for the IT Mentoring Program.   Tim ask that members review and let he or Jan know their thoughts.   First pilot person is Larry Reynolds with Dept of Agriculture

OPEN DISCUSSION

REVIEW OF ACTION ITEMS
- Send abbreviations for departments for E-government standards to Jan Grecian.
- Project Managers Sub-committee meeting this Friday.
- Send comments on mentoring application to Tim Dwyer.
- If you wish to participate on Business Continuity, let Gerry Wethington know.
- Gerry will send a copy of the senate appropriations letter to ITAB members.

NEXT MEETING

1.   The next ITAB Meeting is scheduled for **December 18, 2002 at the Kirkpatrick State Information Center in the Interpretive Center, 600 W. Main St., Jefferson City Governor Office Building Room 450, 200 Madison Street.**

JH/bdb
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Representatives of the news media may obtain copies of this notice by contacting:

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